

Team Management

-Référence: **IE-20**

-Durée: **3 Jours (21 Heures)**

Les objectifs de la formation

A qui s'adresse cette formation ?

POUR QUI :

- Any Project Leader responsible for managing a team.

Programme

- **The Team Players**
 - Defining team management composition.
 - Identifying all stakeholders and needs.
 - Analysing team dynamics.
 - Reconciling respect for team members and commitment.
- **Expectations**
 - Excellent organisation, delegation and team-building skills.
 - Achieving the company's objectives and aligning individual goals.
 - Acting as interface and communicating your company's vision.
 - Coordinating team effort and monitoring.
 - Gaining trust and confidence by communicating clearly and effectively.
- **Managerial Functions**
 - Creating a strategic communication plan.
 - Setting clear project goals, schedules and deliverables.
 - Giving clear instructions.
 - Critical thinking and decision-making.
 - Trouble-shooting.

- Lessons-learned.
- Commitment-building.
- Time and Stress-Management.
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• **Effective Communication**

- ? Self-Awareness
- Set measurable and realistic goals.
- Body language and the importance of congruence.
- Active Listening.
- Establishing and maintaining positive relationships with team, colleagues and hierarchy.
- ? Communication Delivery

Programme

- Managing the communication process.
- Maintaining communication flows to avoid misunderstandings.
- Dealing with rumours and information retention.
- **Motivation**
 - Understanding motivational factors at work.
 - Differentiating and tackling low motivational levels.
 - How to acknowledge and reward.
- **Running your Project Team**
 - Knowing your team and each individual's level of autonomy.
 - Integrating new colleagues and managing staff turnover smoothly.
- **Project Management**
 - Creating an action plan.
 - Seeking and incorporating team members' initiatives where applicable.
 - Regular progress reporting and measurement.
 - Evaluating risk.
 - Mobilising team regularly to carry out corrective and preventative actions.



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Nous sommes à votre disposition :
De Lun - Ven 09h00-18h00 et Sam 09H00 – 13H00

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